



**CITY OF ST. CHARLES**  
**POSITION DESCRIPTION**  
Community Restitution Coordinator

Department:	Police	FLSA Status: Non- Exempt
Reports to:	Section Commander – Operations Support	Union: None
Positions Supervised:	Adult/Juvenile Community Restitution Service Workers	

**Position Description Overview**

This person performs difficult paraprofessional administrative work coordinating the community restitution program; does related work as required. Work is performed under the regular supervision of the Chief of Police. Supervision is exercised over adult and juvenile community restitution service workers and full and part-time City employees.

This is light work requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, standing, walking, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the work is not subject to adverse environmental conditions.

**Essential Functions and Responsibilities**

1. Coordinates community service programs; prepares and maintains files and records.
2. Provide a safe and secure work environment for all workers assigned to the Community Service Program.
3. Coordinates community service work for defendants as referred by the court; provides direct supervision of defendants assigned.
4. Places clients at appropriate work sites; contacts supervisor of department or non-profit agency and arranges placement.
5. Prepares necessary documentation and correspondence associated with placements.
6. Monitors work performance; contacts supervisor, court and client if problems arise.
7. Contacts probation department if serious problems arise and prepares necessary documentation.
8. Notifies probation department of unsatisfactory performance, defendant terminations.
9. Maintains responsibility for all equipment to be utilized by community service workers and ensure that proper equipment is available for the tasks they are assigned.
10. Identify areas controlled by the City and non-profit agencies or organizations and advise them of the need for repair or maintenance.
11. Notifies proper authorities when community service work has been completed.

12. Administers personnel, finance, and budget tasks associated with the program; prepares necessary correspondence; schedules staff.
13. Prepares periodic reports on program and activities.
14. Coordinates graffiti removal program with public works department.
15. Performs related tasks as required.

### **Basic Requirements**

#### **Knowledge, Skills, and Abilities**

1. General knowledge of services, benefits and programs available for CRSP workers.
2. Excellent file maintenance and organizational skills.
3. Commitment to excellence in customer service.
4. Excellent written and verbal skills, including the ability to read, analyze, and interpret general business periodicals, professional journals, or governmental regulations.
5. General knowledge of city and non-profit agencies and their needs.
6. General knowledge of the demographics of the service area.
7. Ability to interpret and apply regulations.
8. Ability to schedule, assign, and supervise the work of others.
9. Ability to solve problems within scope of responsibility.
10. Ability to establish effective working relationships with associates, agencies, and clients.

### **Experience and Education**

1. Any combination of education and experience equivalent to graduation from high school.
2. Some social services and community service experience preferred.

### **Physical/Environmental Demands**

Light physical activity performing non-strenuous daily activities of an administrative nature at moderate noise levels in a well-lighted, heated and/or air-conditioned indoor office setting with adequate ventilation, including:

1. Requires the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.
2. Physical activity involving reaching, standing, walking and repetitive motions.
3. Requires vocal communication for expressing or exchanging ideas by means of the spoken word.
4. Hearing is required to perceive information at normal spoken work levels.
5. Close vision (clear vision at 20 inches or less).
6. Color vision (ability to identify and distinguish colors).

I understand that nothing in this position description restricts this organization's right to assign or reassign duties and responsibilities to this job at any time. I also understand that this position description reflects Human Resource's assignment of essential functions; it does not prescribe nor restrict the tasks that may be assigned. I further understand that this position description may be subject to change at any time due to reasonable accommodation or other reasons.

I have reviewed this document and discussed its contents with my supervisor and I fully understand the nature and purpose of this position description and its related duties.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources  
Community Restitution Coordinator  
10/03

\_\_\_\_\_  
Date